



COUNTY OVERSIGHT BOARD

DATE _____ Agenda Item Number _____

Subject: _____

REQUEST TO SPEAK

PLEASE PRINT NAME LEGIBLY

Information provided is part of the Public Record

Name _____

First

Last

Address _____

Number

Street

City

Zip

Telephone _____

Organization, if any _____

☐ I would like to speak as part of an organized presentation.

Speakers in order of presentation are:

PLEASE SEE GUIDE FOR SPEAKERS ON REVERSE

COUNTY OF SAN DIEGO COUNTY
OVERSIGHT BOARD
1600 Pacific Highway, Room 302
San Diego, California 92101

IN-PERSON GUIDE FOR SPEAKERS

1. Any persons wishing to make a presentation to the Board on an agenda item must file this form prior to the opening time of the meeting, or to the time that the item is called for discussion. In the case of a "time certain" item, Speaker Slips will be accepted up to **5 minutes** prior to the time set. Please note that "Request to Speak" forms will not be accepted once the item is called.
2. Time allotted to each speaker is determined by the Chair, and in general is limited to three (3) minutes. Speakers may not yield their time to another person.
3. Each speaker shall (1) move quickly to the speaker's podium; (2) adjust the microphone to the height of the speaker's mouth; (3) talk directly into the microphone to assure being heard; and (4) state name and address for the taped record of the meeting.
4. Testimony should be brief, to the point, and should not repeat testimony given by another speaker.
5. Materials submitted at the meeting become part of the Board's official record. It is suggested that 10 copies be submitted, that the presenter's name and agenda number be clearly marked on the materials, and that the materials be provided to the Clerk before discussion begins on the item.
6. On the speaker's podium is a timer. When testimony begins, a green light will come on. When the amber light comes on, one minute remains. When speaking time expires, a red light will come on and a buzzer will sound. The speaker should conclude testimony at that time.

The County Oversight Board appreciates your comments and thanks you for participating in the democratic process.